



Chief Deputy Clerk I

Details

Job ID : 527

Title : Chief Deputy Clerk I

Job Code : 1050

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : NO

Job Departments

- Circuit Court Clerk

Purpose

RESPONSIBLE FOR ASSISTING THE CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES
INCLUDING
DAY TO DAY SUPERVISION OF DEPUTY CLERKS

Required Qualifications

Education : None

Education Substitute : None

Experience : None

Job Duties

- SUPERVISES DEPUTY CLERKS AND CHIEF DEPUTY I'S
- ENTRY OF ACCURATE DATA INTO COURT OF JUSTICE CASE MANAGEMENT SYSTEM
- FILE AND RETRIEVE LEGAL DOCUMENTS AND COURT RECORDS
- NOTIFIES COUNSEL OF RECORD/PARTIES AS NECESSARY
- ISSUE DRIVERS' LICENSES AND STATE IDENTIFICATION CARDS
- ASSIST PUBLIC CONCERNING THE STATUS OF COURT CASES
- ATTEND COURT AND SERVE AS A BENCH CLERK
- COLLECT FINES AND FEES AS NECESSARY
- OTHER DUTIES AS ASSIGNED